



**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON-DETROIT ARSENAL**  
**6501 E. ELEVEN MILE ROAD**  
**WARREN MI 48397-5000**

IMNE-MIG-EEO

FEB 13 2009

MEMORANDUM FOR U. S. Army Garrison-Detroit Arsenal (USAG-DTA) Associates

SUBJECT: Policy Memorandum #08, Equal Employment Opportunity (EEO)

1. REFERENCE.

- a. Title VII of the Civil Rights Act of 1964, as amended
- b. 29 C.F.R. Part 1614
- c. AR 690-12, EEO and Affirmative Action, 4 Mar 88
- d. AR 600-20, Army Command Policy, 13 May 02
- e. AR 690-600, EEO Discrimination Complaints, 9 Feb 04

2. PURPOSE. Provide EEO guidance to all Garrison personnel assigned to Detroit Arsenal.

3. APPLICABILITY. This policy is applicable to all civilian personnel assigned to and/or under the operational control of the USAG-DTA.

4. POLICY.

a. I am personally committed to making the Garrison a model employer of choice with a diverse and effective workforce. A workplace free from discrimination is vital to developing and maintaining a mission ready workforce. Leaders, managers, and supervisors must create an atmosphere where there is respect. When any employee or job applicant is discriminated against, the agency's ability to accomplish its mission suffers, opportunities for achievement are lost, and the ability for the employee to reach their full potential is jeopardized.

b. I expect all leaders, managers, and supervisors to share a commitment to sound management practices and EEO principles. We must eliminate all barriers to equal employment opportunity for employees and applicants for employment. All supervisors and managers must ensure that employees receive equal opportunity for maintaining core competencies and developing to their full potential. We must ensure that our recruitment and selection processes support the full consideration of talented individuals. All personnel actions must be based upon merit factors, without bias or prejudice.

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c. People are the cornerstone of readiness. They must know that they will be treated fairly, with dignity and respect. They have the right to work in an environment where there is opportunity to reach their full potential.

d. It is the policy of this command to provide EEO to all associates and applicants for employment, regardless of race, color, religion, age, sex, national origin, and physical or mental disability. I am committed to EEO principles and will not tolerate discrimination in any form, in any aspect of employment at the USAG-DTA.

e. Equal Opportunity is the law, and an essential element of good leadership. I expect all leaders, both military and civilian, to demonstrate the same dedication and involvement in achieving Department of Army EEO goals as they have displayed in accomplishing other missions and objectives.

f. Civilian associates or applicants, who perceive that they have been subjected to discrimination, including sexual harassment, have the responsibility to voice their opposition to these behaviors by reporting incidents promptly to their chain-of-command or the Garrison EEO Office. Complaints will be quickly and thoroughly investigated, ensuring that the rights of both the victim and the accused are protected; confidentiality will be maintained throughout. When necessary, swift, fair and effective corrective actions will be taken.

5. PROCEDURES. A copy of this policy statement will be posted in Directorate's areas of responsibility, on all official bulletin boards, websites and made available upon request.

6. PROPONENT. The Equal Employment Opportunity (EEO) Office is the proponent for this USAG-DTA policy. POC is the EEO Office, IMNE-MIG-EEO, at commercial (586) 574-8354, or DSN 786-8354.

  
BRENDA LEE MCCULLOUGH  
Garrison Manager